

**PLAZA at WOODCREEK CONDOMINIUM ASSOCIATION**

**Plaza HOA Board Meeting**

Tuesday, January 18, 2022 4:00 PM - 5:00 PM (MDT) - GoToMeeting

**Minutes**

**The following Directors were present and acting:**

Thor Hoppess	President	Term expires 2023
Marjorie Locker	Vice President	Term expires 2022
David Elfenbein	Board Member	Term expires 2024
Diane Dunaway	Board Member	Term expires 2024
Mary Mannix-Decker	Treasurer	Term expires 2024

**CBMR**

Bill MacFarlane	Senior Director of Lodging
Jill Higgins	General Manager
Kat Loughan	Property Manager
Billy Morgan	Senior Building Maintenance Manager
Jared Martin	Assistant Property Manager (Vacation Rentals)
Jared Kirby	Building Maintenance Manager

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**Call meeting to order and establish a quorum**

- Thor Hoppess called the meeting to order at 4:02pm and a quorum was established.

**Approval of Past Meeting Minutes**

- November 16, 2021

**Motion** – Mary Decker motions to approve November 16, 2021 meeting minutes.

**Second** – Marjorie Locker seconds

**Vote** – 4-0

**Resolution** – Motion passes unanimously.

**Manager Financial (as of October 31, 2021) and Capital Report** – (See attached in meeting packet)

- Kat reviewed the Manager’s Report.
- Billy Morgan reviewed Capital Projects and gave status of ongoing projects.
  - Billy noted there are accruals from last year. Mary Decker noted that it might be worth cleaning up the report for 2021-2022.

**Old Business**

- Outdoor Grills

- The board is on-hold with the outdoor grill, as delivery needs to be sorted out. Thor and David will work out these details.
- Drain Issue in PZ31
  - PZ31 and emergency lights are top priorities right now.

**Action Item:** Thor would like to go ahead with one of the PZ31 bids and get the owners of the contracting company on a call.

- Capital Projects
  - Billy noted vendors are backlogged.
  - Appliances have been upgraded in Unit 1.
- Security Cameras
  - Board is holding off on security cameras for another meeting.
  - Bill MacFarlane noted that the cameras will go offline at end of February 2022.
  - David inquired about putting up signs saying that security cameras are in action if the cameras go offline due to going off of CBMR's system.
    - Bill will run this by insurance to ensure there is a liability issue.

**Action Item:** Thor would like bids to be sent back out and for the Board to make a decision sooner than later. Billy noted that once the estimate for King Systems is signed it will take 6-8 weeks.

- Iron Horse
  - No updated info on Iron Horse. No party (CBMR or Board) has received their monthly marketing report. Board agrees to hold off on paying them for now. CBMR/Kat will reach out to them and let them know they need to submit report before getting paid.

**Action Item:** Kat to draft an email to send to the Iron Horse Owners about why the HOA board is holding back the monthly fee.

#### New Business

- Owner Communication
  - Thor noted the ongoing accounting of expenses issue for owners.
  - Thor asked if there can be more communication/accountability for statements when maintenance is completed.
    - Can there be more notes saying who reported issues

**Action Item:** The Board would like to draft up a survey and send to all STR owners on the expense issue to see if this a larger concern.

#### Establish Next Meeting Dates

- March 22<sup>nd</sup> 2022 4:00-5:30pm
- June 21<sup>st</sup> 2022 4:00-5:30pm
- November 22<sup>nd</sup> 2022 4:00-5:30pm

#### Adjournment

**Motion** – Marjorie Locker motions to adjourn.

**Second** – David Elfenbein seconds

**Vote** – 5-0

**Resolution** – Passes Unanimously

Meeting adjourned at 5:18pm MDT